County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
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First District

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Second District

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Third District

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Fifth District

April 1, 2004

To: Supervisor Don Knabe, Chairman
          Supervisor Gloria Molina
          Supervisor Yvonne Brathwaite Burke
          Supervisor Zev Yaroslavsky
          Supervisor Michael D. Antonovich

From: David E. Janssen
          Chief Administrative Officer

BUSINESS CONTINUITY PLANNING – STATUS REPORT

On February 25, 2003, your Board ordered the development of a Business Continuity Planning (BCP) program. On March 4, 2003 your Board authorized the expenditure of $400,000 to purchase software and consulting services to support this program, and your Board requested quarterly reports on the status of the BCP program.

Since our December 23, 2003 status report, we have accomplished the following:

- I have advised all department heads of this project and your Board's expectation that departments will participate in the Business Continuity Planning program. At my request, departments are establishing BCP teams to develop their plans.

- Strohl Systems (the company providing the BCP software and consulting services) and my Office of Emergency Management (OEM) have completed 90% of the modifications to the software required to meet County needs. We have tested these software changes in pilots with Auditor-Controller, Public Works, Internal Services, and with several critical processes in the County Emergency Operations Center. The feedback on software usage from users has been positive.

- OEM will administer a countywide web-based survey in April 2004 to document critical County programs and services and to establish a baseline of programs and services that require business continuity plans.

"To Enrich Lives Through Effective And Caring Service"

Each Supervisor
April 1, 2004
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- Based on the results of this survey. OEM will assist departments in completing detailed plans for their highest priority programs and facilities in the first planning year. These will include plans for the Internal Services Department's Data Center, critical departmental programs and services in the Hall of Administration, the County Emergency Operations Center, and the most critical functions in other departments as the top priority during the first year.

- We plan to test completed BCP plans during the annual countywide emergency exercise in November, 2004. These plan tests will be built into future countywide exercises.

- The next steps for this project include briefings for department heads and administrative deputies, training key department personnel on the Strohl software, and project roll-out workshops for departments.

OEM will continue to work with Strohl to complete the software modifications based on our findings from the pilots. We will provide your Board with another status report in June, 2004.

Questions regarding this report should be directed to Bill Butler in the Office of Emergency Management at (323) 980-2258.

DEJ:CP
IW:cm

c: Executive Office, Board of Supervisors
      County Counsel
      Tyler McCauley, Auditor Controller
      Dave Lambertson, Interim Director, Internal Services
      Jon Fullinwider, Chief Information Officer
      Emergency Management Council
      All Department Heads
      Board Emergency Preparedness Deputies
      BCP Advisory Group